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ABSTRACT

The regulations governing the certification of teachers, administrators, and other school personnel in the state of Hawaii are set forth. (JD)

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HAWAII'S CERTIFICATION REGULATIONS

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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PREPARED BY: Hawaii Dept.
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Honolulu, Hawaii

SP 015006

CERTIFICATION

POLICY

The Department shall maintain a program which establishes standards for certification of teachers and educational officers and shall establish regulations and procedures for the issuance of certificates.

The Department of Education shall develop a program providing for the acceptance of, and contracting for, reciprocal interstate certification provided certification requirements of the other states are essentially comparable to those of the Department.

SP 015006

Reviewed 9/1/70; Reviewed 10/74

CERTIFICATION

ADMINISTRATIVE REGULATIONS

General Statement

In compliance with H.R.S. Section 297-2, -3, and -7, the Hawaii State Department of Education certifies individuals to teach and to assume administrative positions in Hawaii. Certification is an acknowledgment that the individual meets the Department's certification requirements and may be considered for employment. It is not an assurance of employment nor of continued employment.

The Department shall determine the standards for issuing certificates. Certificates may be issued to individuals upon request provided Department certification standards are met.

The Department sets standards for teacher education programs in Hawaii as specified in H.R.S. Section 315-1. It works closely with Hawaii teacher training institutions primarily charged with teacher education and training. The Department approves teacher education programs based on standards established by the Department.

TYPES OF CERTIFICATES

Certificates in the following designations may be issued by the Department as provided in the certification standards:

A. Teacher Certificates

1. Temporary Teacher's Certificate
2. Provisional Certificates
   a. Basic Teacher's Certificate
   b. Professional Teacher's Certificate
   c. Basic Specialist's Certificate
   d. Professional Specialist's Certificate

Certification - Types of Certificates (continued)

3. Basic Teacher's Certificate (Elementary, Secondary, Special Education, and K-12)
4. Professional Teacher's Certificate (Elementary, Secondary, Special Education, and K-12)
5. Basic Specialist's Certificate
6. Professional Specialist's Certificate

B. Administrator's Certificate

1. Temporary Administrator's Certificate (State and District)
2. Temporary School Administrator's Certificate (Principals and Vice-Principals)
3. Professional Administrator's Certificate (State and District)
4. Professional School Administrator's Certificate (Principals and Vice-Principals)

C. Other Certificates

1. Substitute Teacher's Certificate
2. Student Teacher's Certificate by List
3. ROTC Instructor's Certificate
4. Driver Training and Education Instructor's Certificate
5. Casual Temporary Teacher's Certificate (Academic and Non-Academic)

CERTIFICATION

ADMINISTRATIVE REGULATIONS

CERTIFICATION STANDARDS FOR TEACHERS

In addition to meeting the academic requirements listed below, the individual shall display professional teaching qualities and demonstrate competence as determined by the Hawaii State Department of Education.

For the purpose of this regulation, state approved programs refer to teacher education programs approved by the state departments of education.

A. Temporary Teacher's Certificate

This certificate is issued to any teacher employed in the schools of Hawaii who does not qualify for the basic or professional certificates. The Temporary Teacher's Certificate shall be issued for a period not to exceed one year, but may be re-issued as determined by the Hawaii State Department of Education.

B. Provisional Certificate

A Provisional Certificate may be issued to an applicant who has met the Basic and/or Professional Teacher's or Specialist's Certificate requirements but who has not completed two years of successful teaching with the Hawaii Department of Education.

C. Basic Teacher's Certificate

A Basic Teacher's Certificate may be issued when the applicant completes two years of successful teaching with the Hawaii Department of Education and meets at least one of the following requirements:

1. Completion of an institution's state approved teacher education program.

2. Possession of a valid teacher's certificate from a state in the Interstate Agreement with Hawaii or from a state with certification requirements comparable to those required by the Hawaii State Department of Education.

D. Professional Teacher's Certificate

A Professional Teacher's Certificate may be issued when the applicant completes two years of successful teaching with the Hawaii Department of Education and meets at least one of the following requirements:

1. Completion of an institution's state approved five-year teacher education program.
2. Completion of an institution's state approved graduate teacher education program.
3. Possession of a valid teacher's certificate from a state with certification requirements comparable to those required by the Hawaii State Department of Education.

E. Basic Specialist's Certificate

A Basic Specialist's Certificate is issued for areas identified in Regulation #5302, paragraph I, Majors for Specialist Certification. This certificate is issued for areas other than regular classroom instruction. It may be granted when the applicant completes two years of successful teaching with the Hawaii Department of Education and meets at least one of the following requirements:

1. Completion of an institution's state approved four-year specialist program.

Certification - Certification Standards
for Teachers (continued)

2. Possession of a valid specialist's certificate from a state with certification requirements comparable to those required by the Hawaii State Department of Education.

F. Professional Specialist's Certificate

A Professional Specialist's Certificate is issued for areas identified in Regulation #5302, paragraph I, Majors for Specialist Certification. This certificate is issued for areas other than regular classroom instruction. It may be granted when the applicant completes two years of successful teaching with the Hawaii Department of Education and meets at least one of the following requirements:

1. Completion of an institution's state approved five-year specialist program.
2. Completion of an institution's state approved graduate specialist program.
3. Possession of a valid specialist's certificate from a state with certification requirements comparable to those required by the Hawaii State Department of Education.

OTHER CERTIFICATES

Certification requirements for the following categories are determined by the Hawaii State Department of Education:

A. Substitute Teacher's Certificate

A Substitute Teacher's Certificate shall be issued according to procedures established by the Office of Personnel Services and shall be valid only for the school year issued. The Substitute Teacher's Certificate is not valid for employment under an appointment agreement. This certificate

may be granted to an applicant who meets the requirements specified for any of the following certificates:

1. Substitute Teacher's Certificate I

   This certificate may be issued to an applicant who possesses less than a baccalaureate.

2. Substitute Teacher's Certificate II

   This certificate may be issued to an applicant who possesses a baccalaureate.

3. Substitute Teacher's Certificate III

   This certificate may be issued to an applicant who meets at least one of the following requirements:

   a. Baccalaureate plus 30 semester hours.

   b. Master's degree.

   c. Five-year teaching diploma.

   d. Professional Teacher's Certificate issued by the Department of Education.

B. Junior ROTC Instructor's Certificate

The Junior ROTC Instructor's Certificate may be issued when the applicant meets all of the following conditions:

1. Requirements of the military for instructing classes in the Department's Junior ROTC Program.

2. Acceptance by the Hawaii State Department of Education.

This certificate may not be used for any other area of instruction nor shall it be construed as the equivalent of any one of the regular teacher certificates.

Certification - Certification Standards
for Teachers (continued)

C. Driver Training and Education Instructor's Certificate

The Driver Training and Education Instructor's Certificate may be issued to teachers with the Department of Education when all the following requirements have been met:

1. Completion of a state approved Driver Training and Traffic Safety Education Program based on minimum federal guidelines.
2. Possession of a valid Hawaii driver's license.
3. Maintenance of a driving record free from repeated traffic accidents and traffic law violations.

The certificate is subject to renewal every five years upon presentation of verification of a driving record free from repeated traffic accidents and traffic law violations during the life of the certificate. The certificate may not be used for any other area of instruction nor construed as the equivalent of any regular teacher certificate.

D. Casual Temporary Teacher's Certificate

A Casual Temporary Teacher's Certificate may be issued when an applicant meets the requirements specified. The Casual Temporary Teacher's Certificate is valid for the period specified on the certificate. It is not valid for employment under a contract. A person may hold a regular certificate and a Casual Temporary Teacher's Certificate simultaneously. There is no relationship between the two certificates.

1. Casual Temporary Teacher's Certificate (Non-Academic)

This certificate is issued to an applicant who meets the qualification(s) to teach in such non-academic areas as flower arrangement, ukulele, and cooking.

Certification - Certification Standards
for Teachers (continued)

a. Casual Temporary Teacher's Certificate I

This certificate may be issued to an applicant who has less than one year (two semesters) of verified satisfactory teaching in the Hawaii State Department of Education.

b. Casual Temporary Teacher's Certificate II

This certificate may be issued to an applicant who has had a minimum of one year (two semesters) of verified satisfactory teaching in the Hawaii State Department of Education.

c. Casual Temporary Teacher's Certificate III

This certificate may be issued to an applicant who has had a minimum of three years (six semesters) of verified satisfactory teaching in the Hawaii State Department of Education. No more than one year of experience credit will be allowed for each school year.

2. Casual Temporary Teacher's Certificate (Academic)

This certificate is issued to an applicant who meets the requirement(s) specified.

a. Casual Temporary Teacher's Certificate I

This certificate may be issued to an applicant who has less than a baccalaureate.

b. Casual Temporary Teacher's Certificate II

This certificate may be issued to an applicant who has a baccalaureate.

c. Casual Temporary Teacher's Certificate III

This certificate may be issued to an applicant who meets at least one of the following requirements: (1) Baccalaureate plus 30 semester hours.

Certification - Certification Standards
for Teachers (continued)

(2) Master's degree.

(3) Five-year teaching diploma.

(4) Professional Teacher's Certificate issued by the Department of Education.

E. Student Teacher's Certificate

Student teachers may be certified by list upon recommendation from any accredited teacher education institution. The teacher education institution shall specifically name the students authorized to do student teaching under supervision in the schools of Hawaii.

Revised 9/1/70; Amended 10/74; Amended 8/75; Amended 8/76; Amended 11/77

CERTIFICATION

ADMINISTRATIVE REGULATIONS

CERTIFICATION EVALUATION - TEACHERS

A. Evaluation of Credentials

All teaching certificates and transcripts will be evaluated by the Office of Personnel Services, and appropriate teaching certificates will be issued on the basis of such evaluation. Teachers with certificates from states included in the Interstate Agreement will also have their certificates reviewed by the Office of Personnel Services, and the appropriate Hawaii teaching certificate will be issued.

Credits for teacher certificates will be accepted only from accredited institutions, unless credits from an unaccredited institution have been accepted by an accredited institution and the degree is granted by the accredited institution. An "accredited" institution is one so recognized by the state departments of education, by the National Council for Accrediting Teacher Education, or by any one of the regional accrediting associations.

B. Request for Change in Certification

Request for change in certification must be made to the Office of Personnel Services. The appropriate form(s) must be submitted within the appropriate deadlines.

C. Expiration of Certificates

1. Certificates are valid for the period indicated on the certificates.
2. Certificates for employees who are separated from service are valid for a period of five years from the date of separation or until the specified expiration date, whichever comes first.

Certification - Certification
Evaluation - Teachers (continued)

D. Renewal of Expired Certificates

Expired certificates may be renewed upon application provided that the applicant meets the current certification requirements of the Department.

E. Revocation of Certificates

In accordance with H.R.S. Section 297-3, the Department may revoke a certificate when the holder does not possess the qualifications mentioned in the 5300 Series of the School Code. However, in each case, the holder of the certificate shall be given the opportunity to justify the possession of the certificate.

F. Majors for Secondary Certification

Applicants requesting secondary certification must have a minimum of one college or university approved major in a subject field as determined by the Hawaii State Department of Education.

G. Subject Matter Field Majors for Secondary Certification

A college or university approved major or program is required for the following subject matter fields for secondary certification:

1. Agricultural Arts
2. Art
3. Business Education
4. Distributive Education*
5. English
6. Hawaiian Studies
7. Health
8. Health and Physical Education
9. Home Economics
10. Industrial Arts
11. Industrial Technical*
12. Languages
13. Mathematics
14. Music
15. Office Education*
16. Physical Education

*Trade experience is required for these Vocational Technical programs.

Certification - Certification
Evaluation - Teachers (continued)

17. Reading
18. Science
19. Social Studies
20. Speech
21. Teaching English to Speakers of Other Languages
22. Vocational Agriculture*
23. Vocational Home Economics*
24. Other Areas as Determined by the Department

*Trade experience is required for these Vocational Technical programs.

H. Majors for K-12 Certification

Applicants requesting K-12 certification must have a minimum of one college or university approved major in the subject field for K-12 as determined by the Hawaii State Department of Education:

1. Art
2. Music
3. Physical Education
4. Reading
5. Others as Determined by the Department

I. Majors for Specialist Certification

Applicants requesting specialist certification must have completed an institution's state approved program and have met the requirements for the areas as determined by the Hawaii State Department of Education.

1. School Counselor
2. School Librarian
3. Media
4. Psychological Examiner
5. Speech and Hearing
6. Others as Determined by the Department

Certification - Certification
Evaluation - Teachers (continued)

J. Majors for Special Education

Applicants requesting certification in special education must have completed an institution's state approved program and have met the requirements for the specialization areas as determined by the Hawaii State Department of Education.

1. Seriously Emotionally Disturbed
2. Specific Learning Disabled
3. Hearing Impaired
4. Visually Impaired
5. Mentally Retarded
6. Orthopedically Handicapped
7. Severely/Multiply Handicapped
8. Deaf-Blind
9. Special Education
10. Others as Determined by the Department

CERTIFICATION

ADMINISTRATIVE REGULATIONS

CERTIFICATION STANDARDS FOR ADMINISTRATORS

In addition to meeting the academic requirements listed below, the individuals shall display competence as evaluated by the Department of Education.

A. Temporary Administrator's Certificate

This certificate is issued to administrators who do not meet the requirements for the Professional Administrator's Certificate. The Temporary Administrator's Certificate shall be issued for a period not to exceed one year, but it may be re-issued as determined by the Hawaii State Department of Education.

B. Temporary School Administrator's Certificate

This certificate is issued to administrators who do not meet the requirements for the Professional School Administrator's Certificate. The Temporary School Administrator's Certificate shall be issued for a period not to exceed one year, but it may be re-issued as determined by the Hawaii State Department of Education.

C. Professional Administrator's Certificate

This certificate is issued to district and state educational officers when all of the following requirements have been met:

1. Master's degree or five years of equivalent college or university education.
2. Three years of teaching experience or equivalent work experiences as determined by the Department.

Certification - Certification Standards
for Administrators (continued)

D. Professional School Administrator's Certificate

This certificate is issued to school administrators when all of the following requirements have been met:

1. Possession of a professional teacher's certificate.
2. Tenure in the Department of Education.
3. Five years of satisfactory teaching experience within grades K-12.
4. Successful completion of a Department of Education school management program.
5. Twenty-one semester hours of course work in curriculum and management as prescribed by the Department of Education.

E. Revocation of Certificates

In accordance with H.R.S. Section 297-3, the Department may revoke a certificate when the holder does not possess the qualifications mentioned in the 5300 Series of the School Code. However, in each case, the holder of the certificate shall be given the opportunity to justify the possession of the certificate.